ED 1.2: G 74/7/988

SEP 2 1 1988

U.S. DEPARTMENT OF EDUCATION
OFFICE OF POSTSECONDARY EDUCATION
WASHINGTON, D.C. 20202

APPLICATION FOR GRANTS UNDER TITLE VI OF THE HIGHER EDUCATION ACT OF 1965, AS AMENDED BY THE EDUCATION AMENDMENTS OF 1980

UNDERGRADUATE INTERNATIONAL STUDIES AND FOREIGN LANGUAGE PROGRAM

CFDA Number: 84.016

FORM APPROVED
OMB No. 1840-0068 , EXP. DATE 6/89
ED FORM 324-2, 6/86

COMPLETED

DATED MATERIAL - OPEN IMMEDIATELY

Closing Date: November 4, 1988

COMPLETED

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TABLE OF CONTENTS

Dear Colleague Letter . . . . . A1 - A2

Notice of Closing Date for Transmittal of Applications . . . . . B1 - B4

Application Mailing Instructions C

Rules and Regulations . . . . . D1 - D5

Application Instructions and Forms . . . . . E1 - E11

Debarment-Suspension Forms (ED Forms GCS-008 and GCS-009) . . . . . F1 - F2

Important Notice to Prospective Participants in USDE Contract and Grant Programs . . . . . G

Grant Application Receipt Acknowledgement Postcard . . . . . Back Cover

The current government-wide policy is that only an original and two copies of of each application may be required. However, completion of the review and evaluation process requires five copies of each application. Therefore, we are requesting that the applicant provide an original and four copies of their application in order to assist in the review process. Thank you for your cooperation.

UNITED STATES DEPARTMENT OF EDUCATION
WASHINGTON D.C. 20202

JUL 18 1988

Dear Colleague:

This application package is intended for institutions of higher education, and associations and organizations applying for the Undergraduate International Studies and Foreign Language Program as authorized under Title VI of the Higher Education Act of 1965, as amended by the Higher Education Amendments of 1986.

The purpose of this program is to:

(1) assist institutions of higher education to plan, develop and carry out a program to strengthen and improve undergraduate instruction in international studies and foreign languages and,

(2) assist associations and organizations to develop projects which will make an especially significant contribution to strengthening and improving undergraduate instruction in international studies and foreign languages.

Applicants are reminded that single institutions may apply for up to two years of support while consortia and organizations may be funded for up to three years, subject to the availability of funds and satisfactory performance levels. Applications should, therefore, contain a plan of operation and itemized budget for each year for which funding is sought. Projects may start any time after July 1, 1989, and will be funded initially for 12 months.

The application package contains the Application Notice, the program regulations, and the funding selection criteria for the program as published in the FEDERAL REGISTER. Also included in the package are two sets of instructions for completing the application forms.

Fiscal Year 1989 funds will support from 32 to 34 new projects at an average cost of about $48,000. The estimated range of awards will be approximately $20,000 to $55,000 for single institutions per year. Awards to consortia and organizations will probably range from $45,000 to $70,000 per year. Approximately $1,642,000 is expected to be available for these projects.

In order to be eligible for funding consideration, each institutional application must contain plans for improving and strengthening undergraduate instruction in both international studies and foreign languages.

Applicants may contact Ralph Hines at 202-732-3290 for further assistance in preparing the application.

Sincerely,

John G. Pucciano
Acting Deputy Assistant Secretary
for Higher Education Programs
Office of Postsecondary Education

4000-01

DEPARTMENT OF EDUCATION

CFDA Nos. 84.016, 84.017, and 84.153

AGENCY: Department of Education

ACTION: Combined Notice Inviting Applications Under the International Education Programs: Undergraduate International Studies and Foreign Language, International Research and Studies, and Business and International Education for Fiscal Year 1989 New Awards.

PURPOSE: Applications are invited for new awards for Fiscal Year 1989 under Title VI of the Higher Education Act of 1965, as amended, for the following programs: The Undergraduate International Studies and Foreign Language Program (84.016); the International Research and Studies Program (84.017); and the Business and International Education Program (84.153).

The Undergraduate International Studies and Foreign Language Program provides grants to institutions of higher education, combinations of those institutions, and public and private nonprofit agencies and organizations, including professional and scholarly associations, to strengthen and improve undergraduate instruction in international studies and foreign languages in the United States.

The International Research and Studies Program provides grants to public and private agencies, organizations, institutions, and individuals to conduct research and studies to improve and strengthen instruction in modern foreign languages, area studies, and related fields.

The Business and International Education Program provides grants to institutions of higher education to enhance international business

education programs and to expand the capacity of the business community to engage in international economic activities.

DEADLINES FOR TRANSMITTAL OF APPLICATIONS:

For the Undergraduate International Studies and Foreign Language Program - November 4, 1988;

For the Business and International Education Program - November 9, 1988;

For the International Research and Studies Program - November 18, 1988.

APPLICATIONS AVAILABLE: September 15, 1988

ELIGIBLE APPLICANTS: For the Undergraduate International Studies and Foreign Language Program, eligible applicants are institutions of higher education, combinations of institutions of higher education, and public and private nonprofit agencies and organizations, including professional and scholarly associations.

For the International Research and Studies Program, eligible applicants are public and private agencies, organizations, institutions, and individuals.

For the Business and International Education Program, eligible applicants are institutions of higher education.

PRIORITIES: The Secretary selects the following priorities from §660.10 and §660.34 of the regulations governing the International Research and Studies Program for Fiscal Year 1989. The priorities will be implemented for that program only in accordance with the provisions of the Education Department General Administrative Regulations (EDGAR), 34 CFR 75.105(c)(2)(ii).

(1) Research and studies on more effective methods of instruction, including competency-based instruction, in the modern foreign languages of the Middle East, South Asia, Southeast Asia, Eastern Europe, Inner Asia, the Far East, Africa and Latin America.
(34 CFR 660.34(a)(2) and 34 CFR 660.34(a)(3)).

(2) Research and studies on foreign language proficiency testing with emphasis on the languages of the Middle East, South Asia, Southeast Asia, Eastern Europe, Inner Asia, the Far East, Africa and Latin America.
(34 CFR 660.34(a)(2) and 34 CFR 660.34(a)(3)).

(3) The development of specialized materials for providing instruction in the languages of the Middle East, South Asia, Southeast Asia, Eastern Europe, Inner Asia, the Far East, Africa and Latin America.
(34 CFR 660.10(c); 34 CFR 660.34(a)(1); and 34 CFR 660.34(a)(2)).

INTERNATIONAL EDUCATION PROGRAMS

Title and CFDA Number	Available Funds	Estimated Range of Awards	Estimated Size of Awards	Estimated Number of Awards	Project Period in Months
Undergraduate International and Foreign Language Program (CFDA No. 84.016)	$1,642,000	$20,000 to $70,000	$48,000	34	24 to 36
International Research and Studies Program (CFDA No. 84.017)	$864,248	$ 23,000 to $123,000	$66,000	13	12 to 36
Business and International Education Program (CFDA No. 84.153)	$1,225,000	$ 40,000 to $135,000	$65,000	16	24

5

APPLICABLE REGULATIONS: Regulations applicable to these programs include the following:

(a) Undergraduate International Studies and Foreign Language Program, 34 CFR Parts 655 and 658;

(b) International Research and Studies Program, 34 CFR Parts 655 and 660;

(c) Business and International Education Program, 34 CFR Part 661; and

(d) Education Department General Administrative Regulations, 34 CFR Parts 74, 75, 77, and 78.

FOR APPLICATIONS OR INFORMATION CONTACT:

Ralph Hines (Undergraduate International Studies and Foreign Language Program), Telephone (202) 732-3290;

Jose L. Martinez (International Research and Studies Program), Telephone (202) 732-3297;

Susanna C. Easton (Business and International Education Program), Telephone (202) 732-3302, U.S. Department of Education, 400 Maryland Avenue, S.W., Room 3053, ROB-3, Mail Stop 3308, Washington, D.C. 20202.

PROGRAM AUTHORITY:

Undergraduate International Studies and Foreign Language Program (20 U.S.C. 1124);

International Research and Studies Program (20 U.S.C. 1125); and

Business and International Education Program (20 U.S.C. 1130-1130b)

DATED: AUG 3 1988

Kenneth D. Whitehead

Kenneth D. Whitehead
Acting Assistant Secretary
for Postsecondary Education

APPLICATION TRANSMITTAL INSTRUCTIONS

An application for an award must be mailed or hand delivered by the application transmittal deadline (closing date).

Applications Delivered by Mail

An application sent by mail must be addressed to the U.S. Department of Education, Application Control Center, Attention: CFDA Number, 400 Maryland Avenue, SW., Washington, D.C. 20202-4725

An application must show proof of mailing consisting of one of the following:

(1) A legibly dated U.S. Postal Service Postmark.
(2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
(3) A dated shipping label, invoice, or receipt from a commercial carrier.
(4) Any other proof of mailing acceptable to the U.S. Secretary of Education.

If an application is sent through the U.S. Postal Service, the Secretary does not accept either of the following as proof of mailing:

(1) A private metered postmark, or
(2) A mail receipt that is not dated by the U.S. Postal Service.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

An applicant is encouraged to use registered or at least first class mail.

Each late applicant will be notified that its application will not be considered.

Applications Delivered by Hand

An application that is hand delivered must be taken to the U.S. Department of Education, Application Control Center, Room 3633, Regional Office Building 3, 7th and D Streets, SW., Washington, D.C.

The Application Control Center will accept hand delivered applications between 8:00 a.m. and 4:30 p.m. (Washington D.C. time) daily, except Saturdays, Sundays, and Federal holidays.

Applications Delivered by Courier Service

An application that is delivered by a Courier Service should be addressed to U.S. Department of Education, Application Control Center, Room 3633, Regional Office Building 3, 7th and D Street, SW., Washington, D.C.

The Application Control Center will accept deliveries between 8:00 a.m. and 4:30 p.m. (Washington, D.C. time) daily, except Saturdays, Sundays and Federal holidays.

In order for an application sent through a Courier Service to be considered timely, the Courier Service must be in receipt of the application on or before the application transmittal deadline.

DEPARTMENT OF EDUCATION

34 CFR Part 658

Undergraduate International Studies and Foreign Language Program

AGENCY: Department of Education.

ACTION: Final regulations.

SUMMARY: The Secretary amends the Undergraduate International Studies and Foreign Language Program regulations in accordance with the provisions contained in the Higher Education Amendments of 1986, Pub. L. 99-498. These regulations will broaden the types of projects and activities the Secretary may fund under the program.

EFFECTIVE DATE: These regulations take effect either 45 days after publication in the **Federal Register** or later if the Congress takes certain adjournments. If you want to know the effective date of these regulations, call or write the Department of Education contact person.

FOR FURTHER INFORMATION CONTACT: Joseph Belmonte, Acting Deputy Director, Center for International Education, U.S. Department of Education, 400 Maryland Avenue, SW, (Room 3054, ROB-3), SW., Washington, DC 20202. Telephone: (202) 732-3304.

SUPPLEMENTARY INFORMATION:

A. Background

The Undergraduate International Studies and Foreign Language Program is authorized under Title VI, section 604 of the Higher Education Act of 1965, as amended. The program is designed to provide grants to institutions of higher education, combinations of those institutions, and public and private nonprofit agencies and organizations, including professional and scholarly associations, to strengthen and improve undergraduate instruction in international studies and foreign languages in the United States.

B. Explanation of Changes

The Secretary is amending these regulations to implement the new statutory provisions in the Higher Education Amendments of 1986. These changes are as follows:

(1) The word "comprehensive" is deleted in § 658.10 (a), (b), and (c), in the introductory text to § 658.11, and in § 658.32 (b)(2)(i) and (c)(2)(ii).

(2) Section 658.11(g) is amended to insert, before the word "teacher", the phrase "pre-service and in-service."

C. Waiver of Proposed Rulemaking

In accordance with section 431(b)(2)(A) of the General Education Provisions Act (20 U.S.C. 1232(b)(2)(A)) and the Administrative Procedure Act (5 U.S.C. 553), it is the practice of the Secretary to publish regulations in proposed form and to offer interested parties the opportunity to comment on the proposed regulations. However, because these new regulations reflect only statutory changes, the Secretary has determined that publication of this document as a proposed rule for public comment is unnecessary and contrary to the public interest under 5 U.S.C. 553(b)(B).

Executive Order 12291

These regulations have been reviewed in accordance with Executive Order 12291. They are not classified as major because they do not meet the criteria for major regulations established in the order.

Paperwork Reduction Act of 1980

These final regulations do not contain any information collection requirements and are therefore not subject to the provisions of the Paperwork Reduction Act of 1980 (Pub. L. 96-511) which govern those requirements.

Regulatory Flexibility Act Certification

The Secretary certifies that these final regulations would not have a significant economic impact on a substantial number of small entities. These regulations are technical in nature, and amend existing regulations which have been determined previously not to have any significant impact on a substantial number of small entities.

Assessment of Educational Impact

The Secretary has determined that the regulations in this document would not require transmission of information that is gathered by, or is available from, any other agency or authority of the United States.

List of Subjects in 34 CFR Part 658

Colleges and Universities, Education, Grant Programs—education, International education.

(Catalog of Federal Domestic Assistance Number 84.016, Undergraduate International Studies and Foreign Language Program)

Dated: July 13, 1987.

William J. Bennett,

Secretary of Education.

The Secretary amends Part 658 of Title 34 of the Code of Federal Regulations as follows:

PART 658—UNDERGRADUATE INTERNATIONAL STUDIES AND FOREIGN LANGUAGE PROGRAM

1. The authority citation for Part 658 is revised to read as follows:

Authority: 20 U.S.C. 1124, unless otherwise noted.

§ 658.10, § 658.11 and § 658.32 [Amended]

2. In Part 658, remove the word "comprehensive" in the following places:

(a) § 658.10(a), (b) introductory text, and (c) introductory text.

(b) § 658.11, introductory text.

(c) § 658.32(b)(2)(i), and (c)(2)(ii).

3. In § 658.11, paragraph (g) is revised to read as follows:

§ 658.11 What projects and activities may a grantee conduct under this program?

* * * * *

(g) Developing an international dimension in pre- and in-service teacher training; and

* * * * *

[FR Doc. 87-17209 Filed 7-28-87; 8:45 am]

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PART 655 –INTERNATIONAL EDUCATION PROGRAMS—GENERAL PROVISIONS

Subpart A—General

Sec.

655.1 Which programs do these regulations govern?
655.3 What regulations apply to the International Education Programs?
655.4 What definitions apply to the International Education Programs?

Subpart B—What Kinds of Projects Does the Secretary Assist?

655.10 What kinds of projects does the Secretary assist?

Subpart C—[Reserved]

Subpart D—How Does the Secretary Make a Grant?

655.30 How does the Secretary evaluate an application?
655.31 What general selection criteria does the Secretary use?

Authority: Secs. 601–607, Higher Education Act of 1965, as amended, 20 U.S.C. 1121–1127, unless otherwise noted.

Subpart A—General

§ 655.1 Which programs do these regulations govern?

The regulations in this part govern the administration of the following programs in international education:

(a) The National Resource Centers Program and the Foreign Language and Area Studies Fellowships Program (section 602 of the Higher Education Act of 1965);

(b) The Undergraduate International Studies and Foreign Language Program (section 604); and

(c) The International Research and Studies Program (section 605).

(20 U.S.C. 1121–1127)

§ 655.3 What regulations apply to the International Education Programs?

The following regulations apply to the International Education Programs:

(a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR Part 75 (formerly 45 CFR Part 100a (Direct Grant Programs)) and 34 CFR Part 77 (formerly 45 CFR Part 100c (Definitions)).

(b) The regulations in this part 655; and

(c) As appropriate, the regulations in—

(1) 34 CFR Part 656 (National Resource Centers);

(2) 34 CFR Part 657 (Foreign Language and Area Studies Fellowships Program);

(3) 34 CFR Part 658 (Undergraduate International Studies and Foreign Language Program); and

(4) 34 CFR Part 660 (International Research and Studies Program).

(20 U.S.C. 1121–1127; 1221e–3)

§ 655.4 What definitions apply to the International Education Programs?

(a) *Definitions in EDGAR.* The following terms used in this part and 34 CFR Parts 656, 657, 658, and 660 are defined in 34 CFR Part 77:

Acquisition
Applicant
Application
Award
Budget
Contract
EDGAR
Equipment
Facilities
Fiscal year
Grant
Grantee
Grant period
Local educational agency
Nonprofit
Project
Project period
Private
Public
Secretary
State educational agency
Supplies

(20 U.S.C. 1121–1127)

(b) *Definitions that apply to these programs:* The following definition applies to International Education Programs:

"Combination of institutions of higher education" means a group of institutions of higher education that have entered into a cooperative arrangement for the purpose of carrying out a common objective, or a public or private nonprofit agency, organization, or institution designated or created by a group of institutions of higher education for the purpose of carrying out a common objective on their behalf.

"An institution of higher education" means an educational institution as defined in section 1201(a) of the Higher Education Act, as amended.

(20 U.S.C. 1121–1127, and 1141)

Subpart B—What Kinds of Projects Does the Secretary Assist?

§ 655.10 What kinds of projects does the Secretary assist?

Subpart B of 34 CFR Parts 656, 657, 658, and 660 describes the kinds of projects that the Secretary assists under the International Education Programs.

(20 U.S.C. 1021–1027)

Subpart C—[Reserved]

Subpart D—How Does the Secretary Make a Grant?

§ 655.30 How does the Secretary evaluate an application?

The Secretary evaluates all applications for International Education Programs on the basis of—

(a) The general criteria in § 655.31; and

(b) The specific criteria in, as applicable, Subpart D of 34 CFR Parts 656, 657, 658, and 660.

(20 U.S.C. 1121–1127)

§ 655.31 What general selection criteria does the Secretary use?

(a) *Plan of operation.* (1) The Secretary reviews each application for information that shows the quality of the plan of operation for the project.

(2) The Secretary looks for information that shows—

(i) High quality in the design of the project;

(ii) An effective plan of management that ensures proper and efficient administration of the project;

(iii) A clear description of how the objectives of the project relate to the purpose of the program;

(iv) The way the applicant plans to use its resources and personnel to achieve each objective; and

(v) A clear description of how the applicant will provide equal access and treatment for eligible project participants who are members of groups that have been traditionally underrepresented, such as—

(A) Members of racial or ethnic minority groups;

(B) Women; and

(C) Handicapped persons.

(b) *Quality of key personnel.* (1) The Secretary reviews each application for information that shows the quality of the key personnel the applicant plans to use on the project.

(2) The Secretary looks for information that shows—

(i) The qualifications of the project director (if one is to be used);

(ii) The qualifications of each of the other key personnel to be used in the project. In the case of faculty, the qualifications of the faculty and the degree to which that faculty is directly involved in the actual teaching and supervision of students; and

(iii) The time that each person referred to in paragraphs (b)(2) (i) and (ii) of this section plans to commit to the project; and

(iv) The extent to which the applicant, as part of its nondiscriminatory employment practices, encourages applications for employment from persons who are members of groups that have been traditionally underrepresented, such as members of racial or ethnic minority groups, women, handicapped persons, and the elderly.

(3) To determine the qualifications of a person, the Secretary considers evidence of past experience and training, in fields related to the objectives of the project, as well as other information that the applicant provides.

(c) *Budget and cost effectiveness.* (1) The Secretary reviews each application for information that shows that the project has an adequate budget and is cost effective.

9

(2) The Secretary looks for information that shows—

(i) The budget for the project is adequate to support the project activities; and

(ii) Costs are reasonable in relation to the objectives of the project.

(d) *Evaluation plan.* (1) The Secretary reviews each application for information that shows the quality of the evaluation plan for the project.

(2) The Secretary looks for information that shows methods of evaluation that are appropriate for the project and, to the extent possible, are objective and produce data that are quantifiable.

(e) *Adequacy of resources.* (1) The Secretary reviews each application for information that shows that the applicant plans to devote adequate resources to the project.

(2) The Secretary looks for information that shows—

(i) Other than library, facilities that the applicant plans to use are adequate (language laboratory, museums, etc.); and

(ii) The equipment and supplies that the applicant plans to use are adequate.

(20 U.S.C. 1121–1127)

PART 658—UNDERGRADUATE INTERNATIONAL STUDIES AND FOREIGN LANGUAGE PROGRAM

Subpart A—General

Sec.

658.1 What is the Undergraduate International Studies and Foreign Language Program?

658.2 Who is eligible to apply for assistance under this program?

658.3 What regulations apply to the Undergraduate International Studies and Foreign Language Program?

658.4 What definitions apply to the Undergraduate International Studies and Foreign Language Program?

Subpart B—What Kinds of Projects Does the Secretary Assist Under This Program?

658.10 For what kinds of projects does the Secretary assist institutions of higher education?

658.11 What projects and activities may a grantee conduct under this program?

658.12 For what kinds of projects does the Secretary assist associations and organizations?

Subpart C—[Reserved]

Subpart D—How Does the Secretary Make a Grant?

658.30 How does the Secretary evaluate an application?

658.31 What selection criteria does the Secretary use?

658.32 What additional criteria does the Secretary apply to institutional applications?

658.33 What additional criterion does the Secretary apply to applications from organizations and associations?

658.34 What additional factors does the Secretary consider in selecting grant recipients?

Subpart E—What Conditions Must Be Met by a Grantee?

658.40 What are the limitations on allowable costs?

Authority: Sec. 604, Higher Education Act of 1965 as amended (20 U.S.C. 1124), unless otherwise noted.

Subpart A—General

§ 658.1 What is the Undergraduate International Studies and Foreign Language Program?

The Undergraduate International Studies and Foreign Language Program is designed to provide Federal financial assistance to institutions of higher education or combinations of such institutions to strengthen and improve undergraduate instruction in international studies and foreign languages in the United States.

(20 U.S.C. 1124)

§ 658.2 Who is eligible to apply for assistance under this program?

The following are eligible to apply for assistance under this part:

(a) Institutions of higher education.

(b) Combinations of institutions of higher education.

(c) Public and private nonprofit agencies and organizations, including professional and scholarly associations.

(20 U.S.C. 1124)

§ 658.3 What regulations apply to the Undergraduate International Studies and Foreign Language Program

The following regulations apply to this program:

(a) 34 CFR Part 655.

(b) The regulations in this Part 658.

(c) The Education Department General Administrative Regulations (EDGAR) in 34 CFR Part 75 (Direct Grant Programs) and 34 CFR Part 77 (Definitions).

(20 U.S.C. 1121–1127)

§ 658.4 What definitions apply to the Undergraduate International Studies and Foreign Language Program?

The definitions in 34 CFR 655.4 apply to this program.

(20 U.S.C. 1121–1127)

Subpart B—What Kinds of Projects Does the Secretary Assist Under This Program?

§ 658.10 For what kinds of projects does the Secretary assist institutions of higher education?

(a) The Secretary may provide assistance to an institution of higher education or a combination of institutions to plan, develop, and carry out a comprehensive program to strengthen and improve undergraduate instruction in international studies and foreign languages.

(b) The Secretary gives consideration to an applicant that proposes a comprehensive program that—

(1) Initiates new or revised courses in international studies;

(2) Makes instruction in foreign languages available to students in the program; and

(3) Takes place primarily in the United States.

(c) The comprehensive program shall focus on—

(1) International or global studies;

(2) A single world area and its languages; or

(3) Issues or topics, such as environmental studies or international business.

(20 U.S.C. 1124(a))

§ 658.11 What projects and activities may a grantee conduct under this program?

The Secretary awards grants under this part to assist in carrying out projects and activities that are an integral part of a comprehensive program to improve undergraduate instruction in international studies and foreign languages. These include projects such as:

(a) Planning for the development and expansion of the undergraduate curriculum in international studies and foreign languages;

(b) Teaching, research, curriculum development, and related activities such as—

(i) Conducting faculty workshops, conferences, and special lectures;

(ii) Developing and testing new curricular materials, including self-instructional materials in foreign languages, or specialized language materials dealing with a particular subject matter (such as business or law);

10

(iii) Initiating new and revised courses in international studies and foreign languages;

(iv) Developing ways to use the media, or developing projects to improve the effectiveness of sharing resources and materials;

(v) Developing standards to identify successful strategies for incorporating international aspects into the curriculum;

(c) Training faculty members in foreign countries or bringing foreign scholars to U.S. institutions;

(d) Placing U.S. faculty members in internships with international associations or with governmental and nongovernmental organizations in the U.S. or abroad t improve their understanding of international affairs;

(e) Initiating special bi national or bilateral programs;

(f) Integrating undergraduate education with terminal master's degree programs;

(g) Developing an international dimension in teacher training; and

(h) Combining the teaching of international studies with professional or pre-professional training.

(20 U.S.C. 1124)

§ 658.12 For what kinds of projects does the Secretary assist associations and organizations?

The Secretary may award grants under this part to public and private nonprofit agencies and organizations including scholarly associations, that propose projects that will make an especially significant contribution to strengthening and improving undergraduate instruction in international studies and foreign languages at institutions of higher education.

(20 U.S.C. 1124(b))

Subpart C [Reserved]

Subpart D—How Does the Secretary Make a Grant?

§ 658.30 How does the Secretary evaluate an application?

(a)(1) The Secretary evaluates an application from an institution of higher education or a combination of such institutions on the basis of the criteria in §§ 658.31 and 658.32. The Secretary awards up to 85 possible points for these criteria.

(2) Under §§ 658.31 and 658.32 the Secretary evaluates applications for funding on a percentage score based upon the number of points an application receives and the maximum number of points possible.

(b)(1) The Secretary evaluates an application from an agency or organization or professional or scholarly association on the basis of the criteria in §§ 658.31 and 658.33. The Secretary awards up to 75 possible points for these criteria.

(2) Under §§ 658.31 and 658.33 the Secretary evaluates applications for funding on a percentage score based upon the number of points an application receives and the maximum number of points possible.

(c) The maximum possible points for each criterion are indicated in parentheses.

(20 U.S.C. 1124)

§ 658.31 What selection criteria does the Secretary use?

The Secretary uses the following criteria in evaluating an application for a project under this part.

(a) *Plan of operation.* (10) (See 34 CFR 655. 31(a))

(b) *Quality of key personnel.* (10) (See 34 CFR 655.31(b))

(c) *Budget and cost effectiveness.* (10) (See 34 CFR 655.31(c))

(d) *Evaluation plan.* (5) (See 34 CFR 655.31(d))

(e) *Adequacy of resources.* (10) (See 34 CFR 655.31(e))

(20 U.S.C. 1124)

§ 658.32 What additional criteria does the Secretary apply to institutional applications?

In addition to the criteria referred to in § 658.31, the Secretary applies the following criteria to applications submitted by an institution of higher education or a combination of such institutions:

(a) *Commitment to international studies.* (15)

(1) The Secretary reviews each application for information that shows the applicant's commitment to the international studies program.

(2) The Secretary looks for information that shows—

(i) The institution's current strength as measured by the number of international studies courses offered;

(ii) The extent to which planning for the implementation of the proposed program has involved the applicant's faculty, as well as administrators;

(iii) The institutional commitment to the establishment, operation, and continuation of the program as demonstrated by optimal use of available personnel and other resources; and

(iv) The institutional commitment to the program as demonstrated by the use of institutional funds in support of the program's objectives.

(b) *Elements of the proposed international studies program.* (15)

(1) The Secretary reviews each application for information that shows the nature of the applicant's proposed international studies program.

(2) The Secretary looks for information that shows—

(i) The extent to which the proposed activities will contribute to the implementation of a comprehensive program in international studies and foreign languages at the applicant institution;

(ii) The interdisciplinary aspects of the program;

(iii) The number of new and revised courses with an international perspective that will be added to the institution's programs; and

(iv) The applicant's plans to improve or expand language instruction.

(c) *Need for and prospective results of the proposed program.* (10)

(1) The Secretary reviews each application for information that shows the need for and the prospective results of the applicant's proposed program.

(2) The Secretary looks for information that shows—

(i) The extent to which the proposed activities are needed at the applicant institution;

(ii) The extent to which the proposed use of Federal funds will result in the implementation of a comprehensive program in international studies and foreign languages at the applicant institution;

(iii) The likelihood that the activities initiated with Federal funds will be continued after Federal assistance is terminated; and

(iv) The adequacy of the provisions for sharing the materials and results of the program with other institutions of higher education.

(20 U.S.C. 1124)

§ 658.33 What additional criterion does the Secretary apply to applications from organizations and associations?

In addition to the criteria referred to in § 658.31, the Secretary applies the following criterion to applications from organizations and associations:

(a) *Need for and potential impact of the proposed project in improving international studies and the study of modern foreign language at the undergraduate level.* (30)

(b) The Secretary reviews each application for information that shows the need for and the potential impact of the applicant's proposed projects in improving international studies and the study of modern foreign language at the undergraduate level.

(1) The Secretary looks for information that shows—

(i) The extent to which the applicant's proposed apportionment of Federal funds among the various budget categories for the proposed project will contribute to achieving results;

(ii) The international nature and contemporary relevance of the proposed project;

(iii) The extent to which the proposed project will make an especially significant contribution to the improvement of the teaching of international studies or modern foreign languages at the undergraduate level; and

(iv) The adequacy of the applicant's provisions for sharing the materials and results of the proposed project with the higher education community.

(20 U.S.C. 1124(b))

§ 658.34 What additional factors does the Secretary consider in selecting grant recipients?

In addition to applying the selection criteria in, as appropriate, §§ 658.31, 658.32, and 658.33, the Secretary, to the extent practicable and consistent with the criterion of excellence, seeks to—

(a) Achieve an equitable geographic distribution of awards throughout the U.S.; and

(b) Encourage diversity by ensuring that a variety of types of projects and institutions receive funding.

(20 U.S.C. 1124 and 1126); H. Rept. 96-1337 96 Cong. 2d. Sess. p. 189))

Subpart E—What Conditions Must Be Met by a Grantee?

§ 658.40 What are the limitations on allowable costs?

Equipment costs may not exceed five percent of the grant amount.

(20 U.S.C. 1124)

12

DEPARTMENT OF EDUCATION
Undergraduate International Studies and Foreign Language Program
INSTRUCTIONS FOR FEDERAL ASSISTANCE (Nonconstruction Programs)
(No funds will be awarded unless this application is completed and filed according to the existing law and regulations (20 USC 1124))

GENERAL

This form shall be used to apply to the Department of Education (ED) for Federal assistance for Undergraduate International Studies and Foreign Language Program 84.016.

This form shall be used also to request supplemental assistance to propose changes or amendments, and to request continuation or refunding, for approved grants originally submitted on this form.

Submit the orignial and two copies of the forms to:

U.S. Department of Education
Application Control Center
ATTN: Foreign Languages
and International Studies
Washington, D.C., 20202

PART I

Part I of this application consists of the standard face page for Federal apolications and concomitant instruction.

When a request is made for supplemental assistance, amendments or changes to an approved grant, submit only those pages which are appropriate.

The following supplemental instructions for the items given below are to be used in lieu of or along with the standard instructions for the items:

Item 5. If the applicant organization has been assigned an ED entity number consisting of the IRS employer identification number prefixed by "1" and suffixed by a two-digit number, enter the full ED entity number in block 5.

If the payee will be other than the applicant, enter in the remarks section "Payee:", the payee's name, department or division, complete address, and employer identification number or ED entity number. If an individual's name and/or title is desired on the payment instrument, the name and/or title of the designated individual must be specified.

Item 10. Enter the number of persons directly Benefitting from this project. For example, the number of persons to be enrolled in courses affected by the project.
Item 11. Preprinted.
Item 14. Preprinted.
Item 19. Preprinted.

PART II

Negative answers will not require an explanation unless the Federal agency requests more information at a later date. Provide supplementary data for all "Yes" answers in the space provided in accordance with the following instructions:

Item 1. Provide the name of the governing body establishing the priority system and priority rating assigned to this project.

Item 2. Provide the name of the agency or board which issued the clearance and attach the documentation of status or approval.

Item 4. Furnish the name of the approving agency and the approval date.

Item 5. Show whether the approved comprehensive plan is State, local or regional, or if none of these, explain the scope of the plan. Give the location where the approved plan is available for examination and state whether this project is in conformance with the plan.

Item 6. Show the population residing or working on the Federal installation who will benefit from this project.

Item 7. Show the percentage of the project work that will be conducted on federally-owned or leased land. Give the name of the Federal installation and its location.

Item 8. Describe briefly the possible beneficial and harmful impact on the environment of the proposed project. If an adverse environmental impact is anticipated, explain what action will be taken to minimize the impact. Federal agencies will provide separate instructions if additional data is needed.

Item 9. State the number of individuals, families, businesses, or farms this project will displace. Federal agencies will provide separate instructions if additional data is needed.

Item 10. Show the Federal Domestic Assistance Catalog number, the program name, the type of assistance, the status and amount of each project where there is related previous, pending, or anticipated assistance. Use additional sheets, if needed.

PART III

General Instructions. This form is designed so that application can be made for funds from one or more grant programs. Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary

Line 1, Columns (a) and (b). Preprinted.

Line 1, Columns (c) through (g).

For new applications leave Columns (c) and (d) blank. Enter in Columns (e)(f) and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For continuing grant program applications, enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period. Enter in Columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should NOT equal the sum of amounts in Columns (e) and (f).

Section B. Budget Categories.

For each program or activity fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Lines 6a-h. Show the estimated amount for each direct cost budget (object class) category with program function or activity heading as follows:

Line 6a. "Personnel" must show salaries

consultants must be included on Line 6h.

Line 6b. Fringe benefits.

Line 6c. Indicate travel of employees only. Travel costs of consultants, participants, etc., and local transportation (i.e. where no foreign or out-of-town travel is involved), should be included on Line 6h.

Line 6d. Show the cost of equipment, which may be no more than 5 percent of line 6k.

Line 6e. Self-explanatory.

Line 6f. Use for (1) procurement contracts (except for those which belong on other lines such as equipment and supplies) and (2) subgrants or other assistance-like payments to secondary recipients organizations such as affiliates, cooperating institutions, etc. Line 6f must not include payments to individuals such as dependency allowances, consulting fees, etc.

Line 6g. Construction, alterations, and renovations are not allowable costs.

Line 6h. All direct costs not already covered by Lines 6a through 6g must be included here. Examples are fees and/or travel for consultants, lecturers, interpreters, etc; travel for participants.

Line 6i. Show the totals of Lines 6a to 6h in each column.

Line 6j. Show the amount of indirect cost which may not be no more than 8 percent of line 6i.

Line 6k. Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants, the total amount shown in Section A, Column (g), Line 5. For supplemental grants and Changes to grants, the total amount of the increase or decreaseas sjown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

Line 7. Not applicable.

Section C. Source of Non-Federal Resources.

Line 8. Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

(See Attachment F, FMC 74-7.)

Column (a). Preprinted.

Column (b). Enter the amount of cash and inkind contributions to be made by the applicant as shown in Section A. (See also Attachment F, FMC 74-7.)

Column (c). Enter the State contribution if the applicant is NOT a State agency. Applicants which are a State agency should leave this column blank.

Column (d). Enter the amount of cash and inkind contributions to be made from all other sources.

Column (e). Enter totals of Columns (b), (c), and (d).

Line 12. Enter the total for each of Columns (b)-(d). The amount in Column (e) should be equal to the amount on Line 1, Column (f), Section A.

Section D. Forecasted Cash Needs.

Line 13. Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14. Not applicable.

Line 15. Not applicable.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project.

Line 16. For new applications and continuing grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This Section need not be completed for amendments, changes, or supplements to funds for the current year of existing grants. Single applicants apply for 2 years and consortia for 3 years

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Section F. Other Budget Information

Use additional pages to give a detailed breakout of all first year costs shown under section B, columns 1 & 2, as follows:

Personnel salaries from Line 6a. Applicants should include a statement which shows the total commitment of time and the total salary to be charged to the project for each key member of the project staff cited in Part IV, 3b (for new applications) or for personnel listed in the original application, as amended (for continuation applications).

Travel from Line 6c. Foreign travel for employees of the applicant must be separately identified and justified. No foreign travel will be authorized under the grant unless prior approval is obtained.

Equipment from line 6d. List items of equipment in the following format: Item, number of units, cost per unit, total cost.

Supplies from Line 6e. Show costs of library acquisitions separately from other supplies.

Other from Line 6h. Give the number of consultants or visiting lecturers who will work on the project and their costs in the following format as applicable:

Cost for travel by number of consultants;
Cost for fees by number of consultants;

Line 22. Enter 8 % for indirect rate.

Line 23. Provide an itemized budget for each subsequent year.

PART IV - PROGRAM NARRATIVE

A. NEW APPLICATIONS

Prepare the narrative statement in accordance with the following instructions for all new programs. The program narrative should not exceed thirty-five(35) double-spaced letter sized typed pages. Please include a one-page abstract and a table of contents. All information which is required by the program regulations and by the Panel Readers Review Forms reprinted in this application package should be included. Requests for continuation or refunding and changes on an approved project should respond to to Item B only. Requests for supplemental assistance should respond to item B (2) and (3) only.

1. OBJECTIVES AND NEED FOR THIS ASSISTANCE

Demonstrate the need for assistance and the principal and subordinate objectives of the project in terms of its impact on the instructional program of the applicant institution(s) or its regional or national impact, as applicable. Supporting documentation from sources other than the applicant may be used. Any relevant data based on planning studies should be included.

2. RESULTS OR BENEFITS EXPECTED

Identify results and benefits to be derived by the applicant organization and/or the region or nation, as applicable.

3. APPROACH

a. Present a plan of operation showing in detail the proposed program improvements for each year of the project (up to two years for institutional applicants, up to three years for organizations, associations, or consortia). Describe how the plans for curricular revisions relate to the existing program. Relate the plan for program improvements to the itemized budget request for each year (Part III, section F).

b. Present a biographical sketch of the program director with the following information: name, address, phone number, background, and other qualifying experience for the project. Also, list the name, training, and background for other key personnel and teaching faculty engaged in the project.

c. Provide quantitative and qualitative projections of the accomplishments to be achieved, such as:

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(1) The number of faculty workshops planned, and other means of improving faculty competencies.

(2) The number of new and revised courses to be offered, and plans to improve or expand language instruction.

(3) Plans for guest lectures, conferences, etc.

(4) The number of students to be served, level(s) of language competency to be obtained, and number of degrees to be granted, if any.

(5) Community impact, etc.

For associations and organizations, provide measurements of regional and national impact in improving undergraduate education in foreign language and/or international studies.

d. Identify the kinds of data to be collected and maintained and discuss the criteria to be used to evaluate the results and successes of the project. Explain the methodology that will be used to determine if needs identified and discussed are being met. Justify your approach and show how the results and benefits identified in Item 1 will be achieved.

Provisions for pre- and post-project testing should describe the testing instrument to be used.

4. GEOGRAPHIC LOCATION

Give the precise location of the area to be served by the proposed project.

B. CONTINUATION REQUESTS

1. For requests for continuation, discuss accomplishments to date, and provide information on activities to be carried on until the end of the current grant period. Provide a plan of operation for the new grant period for which funds are requested.

2. If there have been significant changes in the project objectives, approach, or time delays, explain and justify.

3. For other requests for changes or amendments, explain the reason for change(s). If the scope or objectives have changed or an extension of time is necessary, explain the circumstances and justify. If individual budget items have changed more than the prescribed limits contained in Attachment K, FMC, 74-7, explain and justify the change and its effect on the budget.

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OMB Approval No. 0348-0006

FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION (Mark appropriate box)
- ☐ NOTICE OF INTENT (OPTIONAL)
- ☐ PREAPPLICATION
- ☐ APPLICATION

2. APPLICANT'S APPLICATION IDENTIFIER
- a. NUMBER
- b. DATE (Year month day) 19

3. STATE APPLICATION IDENTIFIER (NOTE: TO BE ASSIGNED BY STATE)
- a. NUMBER
- b. DATE ASSIGNED (Year month day) 19

Leave Blank

SECTION I—APPLICANT/RECIPIENT DATA

4. LEGAL APPLICANT/RECIPIENT
- a. Applicant Name .
- b. Organization Unit .
- c. Street/P.O. Box .
- d. City . e. County
- f. State . g. ZIP Code.
- h. Contact Person (Name & Telephone No.) .

5. EMPLOYER IDENTIFICATION NUMBER (EIN)

6. PROGRAM (From CFDA)
- a. NUMBER 8 4 . 0 1 6
- MULTIPLE ☐
- b. TITLE Undergraduate International Studies & Foreign Language Program

7. TITLE OF APPLICANT'S PROJECT (Use section IV of this form to provide a summary description of the project.)

8. TYPE OF APPLICANT/RECIPIENT
A—State; B—Interstate; C—Substate Organization; D—County; E—City; F—School District; G—Special Purpose District; H—Community Action Agency; I—Higher Educational Institution; J—Indian Tribe; K—Other (Specify):
Enter appropriate letter ☐

9. AREA OF PROJECT IMPACT (Names of cities, counties, states, etc.)

10. ESTIMATED NUMBER OF PERSONS BENEFITING

11. TYPE OF ASSISTANCE
A—Basic Grant; B—Supplemental Grant; C—Loan; D—Insurance; E—Other
Enter appropriate letter(s) A ☐

12. PROPOSED FUNDING

a. FEDERAL	$	.00
b. APPLICANT		.00
c. STATE		.00
d. LOCAL		.00
e. OTHER		.00
f. Total	$	.00

13. CONGRESSIONAL DISTRICTS OF:
- a. APPLICANT
- b. PROJECT

14. TYPE OF APPLICATION
A—New; B—Renewal; C—Revision; D—Continuation; E—Augmentation
Enter appropriate letter [A]

15. PROJECT START DATE (Year month day) 19

16. PROJECT DURATION (Months)

17. TYPE OF CHANGE (For 11c or 14e)
A—Increase Dollars; B—Decrease Dollars; C—Increase Duration; D—Decrease Duration; E—Cancellation; F—Other (Specify):
Enter appropriate letter(s) ☐☐☐

18. DATE DUE TO FEDERAL AGENCY ▶ (Year month day) 19 88 11 04

19. FEDERAL AGENCY TO RECEIVE REQUEST: U.S. Department of Education
- a. ORGANIZATIONAL UNIT (IF APPROPRIATE): Application Control Center
- b. ADMINISTRATIVE CONTACT (IF KNOWN): ATTN: 84.016
- c. ADDRESS: Washington, D.C. 20202

20. EXISTING FEDERAL GRANT IDENTIFICATION NUMBER

21. REMARKS ADDED ☐ Yes ☐ No

SECTION II—CERTIFICATION

22. THE APPLICANT CERTIFIES THAT▶ To the best of my knowledge and belief, data in this preapplication/application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is approved.
- a. YES, THIS NOTICE OF INTENT/PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____
- b. NO, PROGRAM IS NOT COVERED BY E.O. 12372 ☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW ☐

23. CERTIFYING REPRESENTATIVE
- a. TYPED NAME AND TITLE
- b. SIGNATURE

SECTION III—FEDERAL AGENCY ACTION

24. APPLICATION RECEIVED (Year month day) 19

25. FEDERAL APPLICATION IDENTIFICATION NUMBER

26. FEDERAL GRANT IDENTIFICATION

27. ACTION TAKEN
- ☐ a. AWARDED
- ☐ b. REJECTED
- ☐ c. RETURNED FOR AMENDMENT
- ☐ d. RETURNED FOR E.O. 12372 SUBMISSION BY APPLICANT TO STATE
- ☐ e. DEFERRED
- ☐ f. WITHDRAWN

28. FUNDING

a. FEDERAL	$	.00
b. APPLICANT		.00
c. STATE		.00
d. LOCAL		.00
e. OTHER		.00
f. TOTAL	$	.00

29. ACTION DATE▶ (Year month day) 19

30. STARTING DATE (Year month date) 19

31. CONTACT FOR ADDITIONAL INFORMATION (Name and telephone number)

32. ENDING DATE (Year month date) 19

33. REMARKS ADDED ☐ Yes ☐ No

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18

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DETACH AND, AS NECESSARY, STAPLE TO ABOVE SHEET.

SECTION IV--REMARKS *(Please reference the proper item number from Sections I, II or III, if applicable)*

NOTE: If person responsible for grant negotiations is different from person named in Item 4h. please identify by name and phone number in this space.

name: _____

phone: _____
(area code) (number) (extension)

GENERAL INSTRUCTIONS FOR THE SF-424

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted in accordance with OMB Circular A-102. It will be used by Federal agencies to obtain applicant certification that states which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process have been given an opportunity to review the applicant's submission.

APPLICANT PROCEDURES FOR SECTION I

Applicant will complete all items in Section I with the exception of Box 3, "State Application Identifier." If an item is not applicable, write "NA." If additional space is needed, insert an asterisk "*," and use Section IV. An explanation follows for each item:

Item

1. Mark appropriate box. Preapplication and application are described in OMB Circular A-102 and Federal agency program instructions. Use of this form as a Notice of Intent is at State option. Federal agencies do not require Notices of Intent.

2a. Applicant's own control number, if desired.

2b. Date Section I is prepared (at applicant's option).

3a. Number assigned by State.

3b. Date assigned by State.

4a-4h. Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of applicant, and name and telephone number of the person who can provide further information about this request.

5. Employer Identification Number (EIN) of applicant as assigned by the Internal Revenue Service.

6a. Use Catalog of Federal Domestic Assistance (CFDA) number assigned to program under which assistance is requested. If more than one program (e.g., joint funding), check "multiple" and explain in Section IV. If unknown, cite Public Law or U.S. Code.

6b. Program title from CFDA. Abbreviate if necessary.

7. Use Section IV to provide a summary description of the project. If appropriate, i.e., if project affects particular sites as, for example, construction or real property projects, attach a map showing the project location.

8. "City" includes town, township or other municipality.

9. List only largest unit or units affected, such as State, county, or city.

10. Estimated number of persons directly benefiting from project.

11. Check the type(s) of assistance requested.

   A. Basic Grant—an original request for Federal funds.

   B. Supplemental Grant—a request to increase a basic grant in certain cases where the eligible applicant cannot supply the required matching share of the basic Federal program (e.g., grants awarded by the Appalachian Regional Commission to provide the applicant a matching share).

   E. Other. Explain in Section IV.

12. Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included. If the action is a change in dollar amount of an existing grant

Item

(a revision or augmentation under Item 14), indicate only the amount of the change. For decreases, enclose the amount in parentheses. If both basic and supplemental amounts are included, breakout in Section IV. For multiple program funding, use totals and show program breakouts in Section IV. 12a—amount requested from Federal Government. 12b—amount applicant will contribute. 12c—amount from State, if applicant is not a State. 12d—amount from local government, if applicant is not a local government. 12e—amount from any other sources, explain in Section IV.

13b. The district(s) where most of action work will be accomplished. If city-wide or State-wide, covering several districts, write "city-wide" or "State-wide."

14. A. New. A submittal for project not previously funded.

   B. Renewal. An extension for an additional funding/budget period for a project having no projected completion date, but for which Federal support must be renewed each year.

   C. Revision. A modification to project nature or scope which may result in funding change (increase or decrease).

   D. Continuation. An extension for an additional funding/budget period for a project with a projected completion date.

   E. Augmentation. A requirement for additional funds for a project previously awarded funds in the same funding/budget period. Project nature and scope unchanged.

15. Approximate date project expected to begin (usually associated with estimated date of availability of funding).

16. Estimated number of months to complete project after Federal funds are available.

17. Complete only for revisions (item 14c), or augmentations (item 14e).

18. Date preapplication/application must be submitted to Federal agency in order to be eligible for funding consideration.

19. Name and address of the Federal agency to which this request is addressed. Indicate as clearly as possible the name of the office to which the application will be delivered.

20. Existing Federal grant identification number if this is not a new request and directly relates to a previous Federal action. Otherwise, write "NA."

21. Check appropriate box as to whether Section IV of form contains remarks and/or additional remarks are attached.

APPLICANT PROCEDURES FOR SECTION II

Applicants will always complete either item 22a or 22b *and* items 23a and 23b.

22a. Complete if application is subject to Executive Order 12372 (State review and comment).

22b. Check if application is not subject to E.O. 12372.

23a. Name and title of authorized representative of legal applicant.

FEDERAL AGENCY PROCEDURES FOR SECTION III

Applicant completes only Sections I and II. Section III is completed by Federal agencies.

26. Use to identify award actions.

27. Use Section IV to amplify where appropriate.

28. Amount to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions will be included. If the action is a change in dollar amount of an existing grant (a revision or augmentation under item 14), indicate only the amount of change. For decreases, enclose the amount in parentheses. If both basic and supplemental amounts are included, breakout in Section IV. For multiple program funding, use totals and show program breakouts in Section IV. 28a—amount awarded by Federal Government. 28b—amount applicant will contribute. 28c—amount from State, if applicant is not a State. 28d—amount from local government, if applicant is not a local government. 28e—amount from any other sources, explain in Section IV.

29. Date action was taken on this request.

30. Date funds will become available.

31. Name and telephone number of agency person who can provide more information regarding this assistance.

32. Date after which funds will no longer be available for obligation.

33. Check appropriate box as to whether Section IV of form contains Federal remarks and/or attachment of additional remarks.

20

OMB APPROVAL NO. 29-R0218

PART III – BUDGET INFORMATION

SECTION A – BUDGET SUMMARY

GRANT PROGRAM, FUNCTION OR ACTIVITY (a)	FEDERAL CATALOG NO. (b)	ESTIMATED UNOBLIGATED FUNDS		NEW OR REVISED BUDGET		
		FEDERAL (c)	NON-FEDERAL (d)	FEDERAL (e)	NON-FEDERAL (f)	TOTAL (g)
1. BUSINESS AND INTERNATIONAL EDUCATION PROGRAM	84.153	$	$	$	$	$
2.						
3.						
4.						
5. TOTALS		$	$	$	$	$

SECTION B – BUDGET CATEGORIES

6. OBJECT CLASS CATEGORIES	GRANT PROGRAM, FUNCTION OR ACTIVITY				TOTAL
	(1) FEDERAL	(2) NON-FEDERAL	(3)	(4)	(5)
a. PERSONNEL	$	$	$	$	$
b. FRINGE BENEFITS					
c. TRAVEL					
d. EQUIPMENT					
e. SUPPLIES					
f. CONTRACTUAL					
g. CONSTRUCTION					
h. OTHER					
i. TOTAL DIRECT CHARGES					
j. INDIRECT CHARGES					
k. TOTALS	$	$	$	$	$
7. PROGRAM INCOME	$	$	$	$	$

HEW-608T

OMB APPROVAL NO. 29-R0218

SECTION C – NON-FEDERAL RESOURCES

(a) GRANT PROGRAM	(b) APPLICANT	(c) STATE	(d) OTHER SOURCES	(e) TOTALS
8. UNDERGRADUATE PROGRAM	$	$	$	$
9.				
10.				
11.				
12. TOTALS	$	$	$	$

SECTION D – FORECASTED CASH NEEDS

	TOTAL FOR 1ST YEAR	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
13. FEDERAL	$	$	$	$	$
14. NON-FEDERAL					
15. TOTALS	$	$	$	$	$

E10

SECTION E – BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) GRANT PROGRAM	FUTURE FUNDING PERIODS (years)			
	(b) FIRST	(c) SECOND	(d) THIRD	(e) FOURTH
16. UNDERGRADUATE PROGRAM	$	$	$	$
17.				
18.				
19.				
20. TOTALS	$	$	$	$

SECTION F – OTHER BUDGET INFORMATION (attach additional sheets if necessary)

21. DIRECT CHARGES:

22. INDIRECT CHARGES:

23. REMARKS:

PART IV – PROGRAM NARRATIVE (attach per instructions)

HEW-608T

ASSURANCES

The Applicant hereby assures and certifies that it will comply with the regulations, policies, guidelines and requirements, as they relate to the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

2. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement.

3. It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-aided activity.

4. It will comply with Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance.

5. It will comply with Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 *et seq.*, which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance.

6. It will comply with the Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 *et seq.*, which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.

7. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.

8. It will comply with the provisions of the Hatch Act which limit the political activity of employees.

9. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.

10. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

11. It will give the sponsoring agency or the Comptroller General through any authorized representative the access to and the right to examine all records, books, papers, or documents related to the grant.

12. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.

13. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

14. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, P.L. 93-234, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on or after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

15. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 *et seq.*) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

Certification Regarding
Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations may be obtained by contacting the U.S. Department of Education, Grants and Contracts Service, 400 Maryland Avenue, S.W. (Room 3633 GSA Regional Office Building No. 3), Washington, D.C. 20202, telephone (202) 732-2505.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph(1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name And Title Of Authorized Representative

Signature Date

Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to whom this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion--Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (Telephone Number).

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations may be obtained by contacting the person to which this proposal is submitted.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name And Title Of Authorized Representative

Signature Date

ED Form GCS-009, 6/88

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion--Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (Telephone Number).

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

IMPORTANT NOTICE
TO PROSPECTIVE PARTICIPANTS
IN USDE CONTRACT AND GRANT PROGRAMS

GRANTS

Applicants for grants from the U.S. Department of Education (USDE) have to compete for limited funds.

Deadlines assure all applicants that they will be treated fairly and equally, without last minute haste.

For these reasons, USDE must set strict deadlines for grant applications. Prospective applicants can avoid disappointment if they understand that –

Failure to meet a deadline will mean that an application will be rejected without any consideration whatever.

The rules, including the deadline, for applying for each grant are published, individually, in the Federal Register. A one-year subscription to the Register may be obtained by sending $300.00 to: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402-9371. (Send check or money order only, no cash or stamps.)

The instructions in the Federal Register must be followed exactly. Do not accept any other advice you may receive. No USDE employee is authorized to extend any deadline published in the Register.

Questions regarding submission of applications may be addressed to:

U.S. Department of Education
Application Control Center
Washington, D.C. 20202

CONTRACTS

Competitive procurement actions undertaken by the USDE are governed by the Federal Procurement Regulations and implementing ED Procurement Regulations.

Generally, prospective competitive procurement actions are synopsized in the Commerce Business Daily (CBD). Prospective offerors are therein advised of the nature of the procurement and where to apply for copies of the Request for Proposals.

Offerors are advised to be guided solely by the contents of the CBD synopsis and the instructions contained in the Request for Proposals (RFP). Questions regarding the submission of offers should be addressed to the Contracting Officer identified on the face page of the RFP.

Offers are judged in competition with others, and failure to conform with any substantive requirements of the RFP will result in rejection of the offer without any consideration whatever.

Do not accept any advice you receive that is contrary to instructions contained in either the CBD synopsis or the RFP. No USDE employee is authorized to consider a proposal which is non-responsive to the RFP.

A subscription to the CBD is available for $173.00 per year via non-priority mail or $243.00 per year via priority mail. Information included in the Federal Acquisition Regulations is contained in Title 48, Code of Federal Regulations, Chapter 1 ($90.00). The foregoing publication may be obtained by sending your check or money order only, no cash or stamps, to:

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402-9371

In an effort to be certain this important information is widely disseminated, this notice is being included in all USDE mail to the public. You may, therefore, receive more than one notice. If you do, we apologize for any annoyance it may cause you.

ED FORM 5348, 6/86 REPLACES ED FORM 5348, 5/84, WHICH IS OBSOLETE

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• U.S. GOVERNMENT PRINTING OFFICE: 1988-0-219-431

28

POSTCARD

Grant Application Receipt Acknowledgement

This postcard is provided to expedite the notification of receipt of your grant application in the U.S. Department of Education's Application Control Center. Self-address the return portion of this postcard and enter any identification information that would be helpful to your institution in identifying this grant application. The postcard will be returned to you with the control number that has been assigned by the Department of Education.

If you fail to receive the notification of application receipt within fifteen (15) days from the date you mailed the application, call:

U.S. Department of Education
Application Control Center
(202) 732-2492

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APPLICATION CONTROL CENTER
WASHINGTON, D.C. 20202-4725

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Application Control Center
Washington, D.C. 20202-4725

This will acknowledge receipt of your grant application submitted under Federal program number 84.016, Undergraduate International Studies & Foreign Language Program

Please reference the number stamped below in all further correspondence regarding this application.

Project Title (*to be completed by applicant*)

Project Director or Contact Person
(*to be completed by applicant*)

ED Form 5354, 7/80

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